



***REQUEST
FOR
PROPOSALS AND QUALIFICATIONS***

***CSJ # 0915-12-514
LEON VALLEY HIKE AND BIKE TRAIL***

MAY 2013

REQUEST FOR PROPOSALS AND QUALIFICATIONS (RFP&Q)

The City of Leon Valley is soliciting proposals and qualifications from licensed engineering firms to provide engineering and design services. The City of Leon Valley is entering into an agreement with the Texas Department of Transportation (TXDOT) to receive reimbursement funds for the construction of approximately 1.6 miles of a Hike and Bike Trail, from Evers Road to Shadow Mist Road, along Huebner Creek. The TXDOT control section job number is **CSJ# 0915-12-514**. Accordingly, the City is seeking to contract with a qualified Firm for special design, engineering, surveying, historical, archeological, and environmental services.

Proposals and Qualifications for these services will be accepted until **10:00 a.m. on Friday, June 7, 2013**, in the office of the Purchasing Agent at the City of Leon Valley Municipal Building located at 6400 El Verde Road, Leon Valley, Texas 78238. The project is expected to take approximately six (6) months to complete. For more information, please contact Rhonda Hewitt, Purchasing Agent at (210) 684-1391 x 222, or by email at r.hewitt@leonvalleytexas.gov.

Project Summary: To engineer and design approximately 1.6 miles of Hike and Bike Trail, and related components, from Evers Road, through Raymond Rimkus Park and the Huebner-Onion Natural Area Park, through the Huebner Creek floodplain/way, under Bandera Road (State Highway 16) to Shadow Mist Drive, connecting with a hike and bike trail in the City of San Antonio at the proposed Crystal Hills Park.

The construction of the Hike and Bike Trail will serve as a transportation corridor for pedestrians and bicyclists through the City of Leon Valley to the City of San Antonio. The trail must be designed so as to comply with all federal, state and local regulations pertaining thereto, so that a construction contract for the project can be developed for ultimate letting, in compliance with Texas Department of Transportation (TXDOT) and Federal Highway Administration (FHWA) regulations and procedures.

The selected Firm shall have experience in the design of hike and bike trails, floodplain/way development, developing construction schedules, construction cost estimates, erosion control, utility design, environmental studies, historical preservation, public involvement, and coordination with state and federal resource agencies, as they relate to the project.

Proposed Design and Engineering Duration: Length of services for project design and engineering shall be approximately six (6) months.

1. DEFINITIONS AND ACRONYMS

The following definitions and acronyms are used in this RFP&Q:

- “AASHTO” means the American Association of State Highway and Transportation Officials
- “City” means the City of Leon Valley.
- “DOJ” means the Department of Justice
- “FEMA” means the Federal Emergency Management Agency
- “FHWA” means the Federal Highway Administration
- “Firm” means the firm selected from this RFP&Q.
- “Proposer” means a firm submitting a proposal in response to this RFP&Q.
- “TDLR” means the Texas Department of Licensing and Regulation
- “TXDOT” means the Texas Department of Transportation

2. GENERAL INFORMATION

This procurement is made under Government Code, Chapter 2254, Subchapter A. The TXDOT control section job number is **CSJ # 0915-12-514**.

3. BACKGROUND

In 2008, Bexar County Flood Control funded a buyout program for a large number of the properties on Jeff Loop and El Verde Roads, along Huebner Creek in the Leon Valley city limits, in order to redesign Huebner Creek for the prevention of flooding. The project is known as LC-17, Segment III. They will be reshaping the creek bed and banks, and will then deed portions of the land to the City of Leon Valley.

In March of 2012, the City of Leon Valley proposed a Hike and Bike Trail system, for this area and beyond, at the Metropolitan Planning Organization’s (MPO) call for projects, that would meet the criteria for Category 7 Surface Transportation-Metropolitan Mobility (STP-MM) funding. The project was recommended for funding by the Transportation Policy Board.

The total project includes the area within the LC-17 Section III Flood Control project, and an area located from Evers Road to Bandera Road, along Huebner Creek, consisting of the existing Raymond Rimkus Park, which is approximately 26 acres and boasts a children’s ADA playground, pavilions, restrooms, ball fields, parking areas and a non-ADA compliant walking trail. Connecting to Raymond Rimkus Park is the Huebner-Onion Natural Area Park, which features a primitive walking path, also non-ADA compliant, with no other amenities. The 36 acre Huebner-Onion Natural Area Park extends to the bridge over the 6500 block of Bandera Road. That, coupled with the LC-17 area, results in a total of approximately 1.6 miles of proposed Hike and Bike Trail.

The City of San Antonio is currently planning for the expansion of their Leon Creek Greenway System to include new trails along tributaries including Huebner Creek almost to the Leon Valley city limits, at the Crystal Hills subdivision. They plan to construct a trailhead at the end of Shadow Mist Rd. The connection of the Leon Valley and San Antonio Trails will serve as both outdoor recreational facilities and a multimodal transportation corridor for pedestrians and bicyclists through both cities.

The design and engineering portion of the project located within the Leon Valley city limits is being funded by the City of Leon Valley. Construction costs will be funded through a reimbursement program from the FHWA, through TXDOT.

4. GENERAL PROJECT DIRECTION

Design approximately 1.6 miles of ADA, TDLR, DOJ compliant, creek-based, shared use Hike and Bike Trail to meet the requirements of AASHTO, TDLR, ADA, DOJ, FEMA and Corp of Engineers criteria, from Evers Road, along Huebner Creek through Raymond Rimkus Park and the Huebner-Onion Natural Area Park, under Bandera Road (State Highway 16), to Shadow Mist Road, in the city limits of the City of Leon Valley.

Facilities will conform to AASHTO and the City of San Antonio's planning and design guidelines for creek-based hike and bike trail standards, including dimensions, materials, slopes, and railing. The design should include amenities such as seating, directional and interpretive signage, retention of existing and supplemental native vegetation, preservation of historical artifacts and structures, trash receptacles, drinking fountains, bicycle racks, pavilions, picnic tables, and existing amenity rehabilitation. All amenities should be of vandal-proof construction. All work must be performed in compliance with applicable federal, state, and local regulations.

Design may be presented by the selected Firm at various public meetings.

5. CONSULTING CONTRACTS – PROHIBITION OF FOLLOW-ON CONTRACTS

No person, firm, or subsidiary thereof who has been awarded a design services contract may submit a bid for, nor be awarded a contract for, the provision of services, procurement of goods or supplies, or any other related action which is required, suggested, or otherwise deemed appropriate in the end product of the design services contract.

6. CLARIFICATION OF THE SPECIFICATIONS AND REQUIREMENTS

Requests for clarification regarding this RFP&Q must be submitted in writing to Rhonda Hewitt, Purchasing Agent, at the City of Leon Valley, 6400 El Verde Road, Leon Valley, Texas 78238, or by email at r.hewitt@leonvalleytexas.gov

7. PROPOSED TIMELINE FOR SELECTION OF PROPOSER

Event	Date
RFP&Q Due No Later Than 10:00 a.m.	June 7, 2013
Evaluations Complete	June 21, 2013
Council Authorizes City Manager to Negotiate a Contract	July 2, 2013

Proposers are prohibited from contacting the City during the selection process to make inquiries about the progress of this selection process. Such contact may result in disqualification. Respondents will be contacted when appropriate.

8. CONTRACT TERM

The City expects the design and engineering of the Hike and Bike Trail to be completed within six (6) months; however, additional time may be considered, depending on the Complexity of the project.

9. SUBMITTING PROPOSAL/QUALIFICATION

The Proposer must submit one (1) original and seven (7) copies of the proposal to the City. Proposals must be sealed and be clearly marked on the outside with the proposer's name and address and the following written information:

**RFP&Q
CSJ # 0915-12-514
LEON VALLEY HIKE AND BIKE TRAIL
Friday, May 10, 2013**

Proposal/Qualifications packages must be delivered to:

**Rhonda Hewitt, Purchasing Agent
City of Leon Valley
6400 El Verde Road
Leon Valley, Texas 78238**

Proposals/Qualifications are due no later than 10:00 a.m. on June 7, 2013. Submissions received after this time will be returned unopened.

10. PROPOSAL ORGANIZATION AND FORMAT

Proposals must be organized with the headings shown below. Each heading should be separated by tabs or otherwise clearly marked. The RFP&Q must contain:

- A. Request for Proposal Signature Cover Page
- B. Introduction
- C. Response to General Proposal Requirements
- D. Qualifications of Engineering Firm
- E. Experience on Similar Projects (emphasis on past five (5) years)
- F. Available Resources to Complete Project
- G. Corporate History and Stability
- H. References

11. INTERVIEWS

Interviews may be conducted with the top scoring Proposers. If interviews are held, the City will schedule a time and location for each interview and notify respondents accordingly.

12. PROPOSAL SELECTION AND AWARD PROCESS

A. Selection Process

From a review of the statements of qualifications received, the City intends to rank selected Firms no later than June 21, 2013. If the City desires to interview your firm, you will receive notification by email and/or regular mail of the date and time of the interview. The City may use a selection committee to evaluate the submittals. The statements of qualifications received will be part of the selection process utilized by the City together with a potential interview.

The City Manager will negotiate with the preferred Proposer on contract conditions. If a contract cannot be successfully negotiated with the Proposer of choice, in the opinion of the City Manager, negotiations will proceed with the second choice Proposer until a mutually agreed contract can be negotiated.

B. Evaluation Criteria

The criteria used to evaluate the RFP&Q responses will include, but not be limited to, the following (items listed below are not listed in order of importance):

- Qualifications of Engineering Firm - Qualifications of Proposer in executing projects, and qualifications related to collaborating with design partners in constructability and Value Analysis in this delivery method. Give name and

address of submitting organization and State in which incorporated or chiefly located. Identify a designated contact in your organization and list a telephone number, a fax number, and an e-mail address.

- Experience on Similar Projects (emphasis on past five (5) years) - Related Hike and Bike Trail development experience, as well as completed and ongoing projects of the firm(s) and individuals who would be assigned to this Project.
- Understanding of Project - Illustrate the Proposer's understanding of the scope of work and related project activities. Describe the Proposer's involvement in similar projects concerning functional requirements, development, and project planning. Describe the Proposer's involvement in projects that included transportation agencies. Be specific and identify project dates and results.
- Available Resources to Complete Project - This criterion would include personnel, resources, and methodologies commonly used by the Proposer that may be applicable to the project categories. The proposal must identify specific staff to be committed to this project. Describe their experience as it is related to the following qualifications and indicate what their role(s) in the project will be. Key personnel will need to meet the following qualifications:
 - Work experience within the last five (5) years in the design of City of San Antonio or other municipal or county Hike and Bike Trails, including AASHTO Hike and Bike, and ADA, TDLR, DOJ criteria
 - With historical and archeological preservation
 - With FEMA and the Corp of Engineers criteria
- Corporate History and Stability - This criterion includes the historical stability of the Proposer, its corporate structure and longevity, its history involving litigation or arbitration with owners and subcontractors, and a statement of any liquidated damages that have previously been withheld by public owner clients of the Proposer on projects in the last five (5) years.
- References - Provide Company Name, Contact Name, Title, Address, Telephone Number, and email address.
- Overall Responsiveness to the RFP&Q

C. Schedule Adherence

Proposers shall indicate their ability to begin work on this project within thirty (30) days of contract award. The Proposer's history in completing all deliverables on schedule should be documented.

D. All Information True

Respondent represents and warrants to the City that all information provided in the response shall be true, correct, and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, in any of the documents presented to the City, shall be removed from consideration.

E. Contract Negotiations

This RFP&Q is not to be construed as a contract or as a commitment of any kind. If this RFP&Q results in a contract offer by the City, the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.

F. No Obligation

The City of Leon Valley reserves the right to reject any and all submissions and to waive any irregularities.

G. Evaluation Criteria Weight

All proposals submitted in response to this RFP&Q will be evaluated based on the following criteria:

CRITERIA	WEIGHT
General Quality and Adequacy of Response	25%
• Completeness and Thoroughness	
• Understanding of the Project	
• Responsiveness to Terms and Conditions	
Organization, Personnel, and Experience	40%
• Qualifications of Personnel	
• Experience of Personnel	
• Experience of Firm	
• Familiarity with the design of Hike and Bike Trails, and with FEMA and ADA regulations, policies and procedure	
Technical Approach - Quality of Package Provided	35%
• Approach to Problem Analysis	
• Clarity and Organization in Concept Development	
• Quality and Quantity of Services to be Rendered	
• Proposed Schedule	

13. PROJECT OVERSIGHT

Throughout the course of the project, the Proposer will work with City staff that will review all materials developed by the Proposer and provide project oversight.

14. PROJECT DELIVERABLES

- A. Project schedule;
- B. Status reports;
- C. Project meetings;
- D. Environmental study and project clearance;
- E. Presentation and attendance at public meetings; and
- F. Project Plans, Specifications, and Estimates.

15. PROPOSER RESPONSIBILITIES

The Proposer is responsible for Federal and State Unemployment Insurance coverage and Standard Workers' Compensation Insurance coverage.

16. REPLACEMENT PERSONNEL

Replacement of the selected Firm's Project Manager shall require the approval of the City. If the City determines that the selected Firm's Project Manager is unable to perform satisfactorily or to communicate effectively, the City may cause their immediate removal from the contract. Replacement personnel shall have comparable qualifications and be provided at the contracted rate. Any request by the selected Firm to replace the selected Project Manager shall be done in writing to the City. A resume for the proposed replacement shall be submitted to the City. The City may reject the proposed replacement if qualifications, references or past working performance are questionable or unfavorable. If the selected Firm's Project Manager is removed and the City did not initiate the request, the Firm has five (5) working days to provide a replacement.

17. CITY OF LEON VALLEY RESPONSIBILITIES

The City will provide guidance and coordination, utility and building record drawings, and other City historical and archival information.